

DHHR/BPH Supervisor's Checklist

Employee Resignation, Retirement or Termination

Individuals terminate their employment for various reasons, voluntary or involuntary. This checklist is to assist the Supervisor in the separation process.

Employee Name: _____

Position: _____

Last Day of Work: _____

Type of Termination:

- ☐ Voluntary
 - ☐ Employee provided resignation letter
 - ☐ Copy of resignation letter sent to HR Coordinator
 - ☐ Inform employee to contact HR Coordinator regarding benefits, etc.
- ☐ Involuntary
- ☐ Determine effective date of resignation

Agency/Office Information:

- ☐ Effective date of resignation/termination _____
- ☐ Request vacancy posting through Human Resources
- ☐ Disable email account effective date of resignation
- ☐ Submit resignation letter to Human Resources
- ☐ Remove employees name from:

Email group lists _____
 Distribution lists _____
 Internal/office phone lists _____
 Website _____
 Building Directory _____

- ☐ Disable computer access
- ☐ Change or transfer phone extension
- ☐ Change voicemail
- ☐ Set-up automatic responses (email, voicemail, etc.)
- ☐ Disable employee's access to share folders
- ☐ Review confidentiality agreement. Remind employee to not retain, copy, or remove in any way protected health information as defined under HIPAA.

Office Access:

Collect the following items at the end of last work day:

- ☐ Keys
- ☐ Security ID
- ☐ Laptop
- ☐ Jump drives
- ☐ Other equipment

Employee:

- ☐ Clean work area and remove personal belongings
- ☐ Complete Attendance Form
- ☐ Verify correct mailing address is on file with Human Resources
- ☐ Provide supervisor or their designee with business related computer file access (including but not limited to Shared Drive Folders, email, calendar, contact list, distribution lists, listservs, etc.)

Cards:

Collect the following items at the end of last work day:

- ☐ Calling Card
- ☐ Travel Card
- ☐ Purchasing Card
- ☐ Other DHHR issued card